

995010/17/94

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: TECHNICAL INTERN

DEFINITION

Under general supervision, to perform entry level technical duties; to assist in various types of work designed to complement and supplement existing City programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a temporary part-time, entry-level, classification in which students, with current enrollment in, or recent completion of, a program from an accredited post-secondary educational or vocational institution with major coursework related to a specialized field of study, gain experience in assisting staff in the performance of technical duties. The Technical Intern class is distinguished from the Administrative Intern and Management Intern classes by the specific focus on technical knowledge, skills, and abilities applied to the performance of occupational duties.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from higher level staff as assigned.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Perform basic technical assignments in area of specialization.
- Assist technical staff and respond to requests for information.
- Collect, summarize, and analyze information and statistics on existing programs and services.
- Prepare and evaluate reports.
- Participate in the development and implementation of procedures, guidelines, and standards.
- Perform research in the resolution of technical concerns and/or problems.

QUALIFICATIONS

Knowledge of:

- Principles and practices of specialized field of study.
- Research techniques, methods, and procedures.

Ability to:

- Work effectively with other employees and the general public.
- Interpret and follow oral and written instructions.
- Communicate clearly and concisely, orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Current enrollment in, or recent completion of, a program from an accredited post-secondary educational or vocational institution with major coursework related to a specialized field of study.

Experience: None required.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Technical Intern

TO: Varies